

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	Student Success Committee	
Date: Jan. 12, 2024	Time: 12:25 pm to 1:10 pm (Chuuk/Yap Time) or 1:25 pm to 2:10 pm (Kosrae/Pohnpei Time)	Location: Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:

Members

	Titles /Reps	Name	Present	Absent	Remarks
1.	Chairperson	Wilson Bisalen	✓		
2.	Vice Chairperson	Skipper Ittu		✓	
3.	Secretary	Monalisa Layan	✓		
4.	Ex-Officio (Acting Director of Student Life)	Loatis Seneres	✓		
5.	CC Faculty Rep	Ben Bambo Sr.		✓	On medical leave.
6.	CC Faculty Rep	Muity Nokar		✓	
7.	CTEC Faculty Rep			✓	
8.	CTEC Staff (Instructional)	Amy S. J. Santiago		✓	
9.	CTEC Staff (Instructional)	Beverly Ilemanglish		✓	
10.	CTEC Staff (Student Services)	Cindy Edwin			
11.	CTEC Staff (Instructional)	Rihter Hellan		✓	
12.	CTEC Staff (Admin. Services)	Sra Mackwelung		✓	
13.	FMI Faculty Rep	Telava Tofinga		✓	
14.	FMI Faculty Rep	Tony Igeral	✓		
15.	FMI Staff (Student Services)	Rufus Yaisolug	✓		
16.	KC Faculty Rep	DeBrum Melander		✓	On leave / Out of state?
17.	KC Faculty Rep				
18.	KC Staff (Student Services)	Eileen Nena	✓		
19.	NC Faculty Rep	Jothy John		✓	
20.	NC Faculty Rep	Mike Ioanis		✓	
21.	NC Staff (Student Services)	Benina Ilon	✓		
22.	NC Staff (Student Services)	Julia Martin		✓	On leave / Out of state?
23.	NC Staff (Admin. Services)	Sinobu Lebehn		✓	
24.	YC Staff (Instructional)	Delphina Giyetinag	✓		
25.	SBA Officer (President, Chuuk Campus)	Kymo S. K. S. Roby		✓	
26.	SBA Officer/Representative (CTEC)	Anastashia Villa		✓	

27.	SBA Officer (FMI)	Cmdr. Syth Lee Dwayne Fahoidog		✓	
28.	SBA Officer (President, Kosrae Campus)	Donald J. Mongkeya		✓	
29.	SBA Officer (President, National Campus)	Vince Perman		✓	
30.	SBA Officers (President)	Jamee Fathal	✓		

Agenda:

- I. Call to Order
 - A. Moment of Silence
 - B. Mission Statement
- II. Roll Call
- III. Adoption of Minutes & Agenda
 - A. Minutes for December 2023 were adopted electronically on Dec. 19, 2023
 - B. Agenda for January 2024 Meeting
- IV. Old Business
 - A. Recap Student Evaluation for All Online Course
 - B. Recap Tutor Training across system
- V. New Business
 - A. How to tackle distance learning effectively-Remote access for Canvas material.
 - B. Student Coaching as a remedy to tackling student non-engagement/non-attentiveness.
- VI. Miscellaneous
- VII. Adjournment

Minutes:

- I. Call to Order: Chairman Wilson called the meeting to order at 12:25 pm
 - A. Moment of Silence led by Ex-Officio
 - B. Mission Statement read by Ex-Officio
- II. Roll Call: Secretary took Roll Call with 8 total members at the beginning of the meeting. 2 more joined later to bring the total to 10.
 - A. Ex-Officio requested an updated list of roll calls from all meetings to be sent to him after the meeting so that he may follow-up on members who have not been present to 2 or more committee meetings. Chairman agreed that it would be best for Ex-Officio to follow up on the inactive members of the Student Success Committee (SSC) since attendance to the upcoming monthly meetings is greatly needed.
- III. Adoption of Minutes & Agenda
 - A. Minutes for December 2023 were adopted electronically on Dec. 19, 2023
 - B. Agenda for January 2024 Meeting was adopted
- IV. Old Business: Chairman Wilson summarized what was discussed in the last SSC meeting back on Dec. 1, 2023.
 - A. Recap Student Evaluation for All Online Course: Discussion on student evaluations, especially for online courses, and how to tackle any issues with it.
 - B. Recap Tutor Training across system: Chairman Wilson summarized that since most campuses have different challenges and views on how to assist their respective students, it would be best have each campus decide what methods they see fit in to use to provide tutoring services [be it one-on-one, peer tutoring, counseling by advisors, tutoring by instructors and support staff, etc.]
- V. New Business: Chairman Wilson reminded everyone that these items were not fully discussed in the last SSC meeting in December, and were tabled for the January meeting.
 - A. How to tackle distance learning effectively– Secretary recalled previous discussion points from the December meeting: Issues with internet connection still being a problem for some students taking online courses, and whether the committee could come up with proposals on how to make course materials available offline when the internet is down.
 - B. More issues were discussed regarding online courses:
 1. A few online courses do not have content materials published or posted by the first day of instruction.
 - a) CTEC, Yap, & Chuuk campus representatives mentioned a repeating issue with some of the online courses not being fully published by the first day of instruction. A recommendation was made to ask all Instructional Coordinators (ICs) to ask all instructors to at least have their course syllabus published by the first day of instructions so that all students can familiarize themselves with the course content/expectation if assignment content is yet to be published/posted.
 2. Students having difficulties finding certain materials (such as assignments) within the Canvas modules.
 - a) Yap SBA representative admitted that some students were confused or misinterpreted where certain assignments were posted within Canvas modules, especially since not all instructors were using all the modules for the specified items, i.e. assignments posted in announcements or elsewhere.
 - b) Recommendation was made to ask for further training in Canvas publication especially for instructors who may still have difficulties with module layouts in Canvas.

3. Whether instructors are dedicating enough time for students to ask questions or seek clarification on materials in the online courses.
 - a) CTEC/National campus representative mentioned that it would be helpful to have all instructors set aside more time to address inquiries from students if the materials posted for a course is unclear (i.e. virtual office time).
- C. Student Coaching as a remedy to tackling student non-engagement/non-attentiveness.
 1. Relating to students being absent from both face-to-face and online courses. This has been an issue for Chuuk campus and is seeking discussion on possible solutions to make students more attentive and engaged in both online and face-to-face courses. All other campuses agreed that they are facing the same issues and discussed possible ways to resolve them:
 - a) Utilizing advisors to engage with students who may not be attending their classes and to help them if needed.
 - b) Improving communication between instructors and advisors/support staff if students are not attending classes (both online and face-to-face classes).
 - (1) Utilizing At-Risk Warning (due in Week 2) and Early Warning Deficiency (due in Week 4). These 2 reports are being generated on Yap campus to help instructors and advisors identify students who are not attending classes early in the semester and to counsel them to actively participate in their courses before the midterm. (Extension of Add/Drop period was mentioned as another way to help improve student attendance earlier on in the first week of instruction, but was not fully discussed as a tool to help tackle student non-engagement.)
 - (2) Establishing a line of communication with ICs for Student Services staff and advisors to receive reports, like At-Risk Warning or the Early Warning Deficiency list, before the Midterm Deficiency Report. This may help prevent further issues with students not attending courses.
 - (3) National and Kosrae representatives mentioned a pen pal strategy to help address students peer coaching/counseling one another. Older/continuing students would pair with new students to help orient them as well as peer counsel them. Ex Officio pointed out that this is peer coaching which is currently utilized at the National campus. In the end, the general consensus among current SSC members was to try out peer coaching/pen pal at their respective campuses, and report back to the SSC during the March meeting on its effectiveness in engaging students to be more proactive in their academic performance, especially class attendance or online engagement.

VI. Miscellaneous: 2 items were mentioned:

- A. The Kosrae representative informed the committee that the new Student Services Coordinator for Kosrae campus has started as of August last year, Alokoa Sigrah.
- B. Ex-Officio asked if sport activities can be done instead of cultural activities for this year's Founding Day celebration.

VII. Adjournment: Chairman Wilson closed the meeting at 1:10 pm Chuuk/Yap time or 2:10 pm Kosrae/Pohnpei time.

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<p>Comments/Upcoming Meeting Date & Time/Etc.: Next scheduled meeting will be on Feb. 16, 2023 from 12:00 PM to 1:00 PM (Chuuk/Yap time) or 1:00 PM to 2:00 PM (Kosrae/Pohnpei time) via Zoom.</p>
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<p>Handouts/Documents Referenced:</p>
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<p>College Web Site Link www.comfsm.fm</p>

Prepared by:	Monalisa Layan	Date Distributed:	2/21/2024
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<p>Approval of Minutes Process and Responses Minutes were revised and resent for all members to review and adopt on 2/29/2024 via email. Minutes were adopted by 14 out of 26 members via E-vote on March 1, 2024 (See E-votes to Adopt January Meeting Minutes)</p>
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<p>Action by the President</p>

Item #	Approved	Disapproved	Approved with Conditions	Comments
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